


SECTION RECREATION	SUBJECT OFF-CAMPUS OUTDOOR EDUCATION AND FIELD TRIP	PAGE 1
		DEVELOPED: 2021-01

POLICY

The Board recognizes the benefits of student field trips and off-campus outdoor educational activities when such optional trips supplement educational programs for students.

Effective learning experiences often result from first hand observation of, or participation in, events or activities that occur out in the community away from the school. The Board believes it is of paramount importance that field trips and off-campus outdoor education activities are selected, planned, organized, and conducted in the context of:

- Clear benefit to students.
- Curriculum/Program of Studies related.
- Safety and security of all participants.
- Risk assessment and management of off-site activities.
- Protection of students, staff and the School Jurisdiction.

LIMITATIONS

Work Experience Programs or Community Based program activities for students with special needs, where such activities are specified in each student's Individualized Program Plan, are considered exempt from the requirements of this policy.

PROCEDURES

The Principal must ensure that all school field trips and off-campus outdoor education activities are appropriately planned, authorized, organized, and supervised.


The Principal is responsible for designating a teacher to be in charge of each field trip on the Principal's behalf to ensure planning, supervision, communication and approval is in compliance with this policy.

The Principal can deny any child access to a particular activity. When the Principal denies access to a field trip they must provide the rationale to the parent/guardian.

All School field trips may be approved only after giving due consideration to factors identified in this policy and accompanying administrative procedures.

All field trip documents related to the approval, planning, communication, and written informed consent shall be kept on file by the classroom/school. These documents will include:

- Field Trip Authorization form – includes the plan and supervision of students not participating in the trip (sent to and retained by Principal).
- Written informed consent signed by parent/guardian (on ETO file).
- Student roster with home and emergency contact information.
- Detailed and full accounting of costs, expenditures, etc.

SECTION RECREATION	SUBJECT OFF-CAMPUS OUTDOOR EDUCATION AND FIELD TRIP	PAGE 2
		DEVELOPED: 2021-01

Due to the nature of our school programs, overnight and out-of-province and international trips will NOT be approved.

Planning


The following guidelines should be observed when planning field trips:

- The safety, security, supervision, and well-being of students must be the prime consideration when planning a trip (Reference Safety Guidelines for Physical Activity in Alberta Schools).
- The Principal must ensure that suitably qualified employees are selected for supervisory responsibilities.
- Arrangements must be made for students not participating in the trip.
- The teacher and Principal must have a student roster list including home and emergency contact information for all participants.
- At least one (1) supervising staff will have a cellular phone available for emergency use.
- The teacher must carry or have access to a First Aid kit during the field trip.
- Fund-raising activities for a supplementary or optional field trip must be approved by the Principal.
- Supplementary or optional field trips will operate at no additional cost to the Board but must be approved by the Principal.

Informed Consent

Parents/guardians shall be given prior information and opportunity to make informed decisions about their child's participation in any off-campus activities, including the right to withdraw their child from such activities. The written informed consent of parents/guardians is required for participation of students in off-campus outdoor education and field trips. A full description of the field trip must be provided to parents/guardians in writing and must address:

- How the field trip supplements the educational program.
- Notice that the field trip is optional, and that arrangements will be made for students who are not participating.
- Names of supervisors: Teachers, Educational Assistants
- Transportation arrangements
- Itinerary consisting of date, departure and return times and schedule of planned activities.
- Description of planned activities.
- Information on supplies/equipment/documentation students are to bring.
- An indication of inherent risks and potential hazards.
- Safety precautions in place to deal with activities involving significant risk.
- Assessment of student skills and abilities as pertaining to the field trip activity (if applicable).
- Cost to student (if applicable)
- Parent/guardian responsibility to arrange student accident or liability insurance.

SECTION RECREATION	SUBJECT OFF-CAMPUS OUTDOOR EDUCATION AND FIELD TRIP	PAGE 3
		DEVELOPED: 2021-01

- Parent/guardian responsibility to determine whether the student may participate in the field trip.
- Student Awareness of Risk and Responsibility form completed by student (if applicable).

A written informed consent form for the field trip must be obtained with a parent/guardian signature.

A written informed consent form must state that the parent/guardian has been alerted to the increased risk and consequences of injury inherent in the activity and accepts responsibility for the consequences of that risk should they freely choose to have their child participate.

A Student Awareness of Risk and Responsibility form must be signed by the student indicating that the student freely chooses to participate and acknowledges being alerted to the expectations, risks, safety precautions, and responsibilities associated with the proposed field trip. The student agrees to act in a safe and responsible manner according to the Board policy for Student Conduct and the school's Code of Conduct.

The Principal may design a single permission form to obtain written informed consent of the parent/guardian for the season or school term for repetitive or scheduled activities such as interscholastic games, walking field trips, cultural activities or activities associated with a specific course.

In exceptional circumstances, the Principal may accept informed parental/guardian consent given orally for participation in a field trip involving low-risk activities.


Supervision

Conscientious supervision of students is mandatory during all School Jurisdiction off-campus outdoor education activities and field trips.

The Principal is responsible for designating a key supervisor for each off-campus outdoor education activity and field trip. The key supervisor will be a Lead Teacher. The key supervisor must be in attendance for the duration of any high risk field trips/activities. For low-risk activities and field trips, the Lead Teacher may have an alternative assigned to be present on the field trip.

Whether or not the Lead Teacher is present on the field trip/off-campus outdoor education activity, the Lead Teacher must always have overall responsibility for the field trip/off-campus outdoor education activity to ensure compliance of the fieldtrip/activity with this policy. The Lead teacher shall ensure that supervision is available at all times and that supervisors are prepared to deal with any emergencies that may arise. Supervisory arrangements shall consider:

- The age, maturity, needs and ability levels of the students;

SECTION RECREATION	SUBJECT OFF-CAMPUS OUTDOOR EDUCATION AND FIELD TRIP	PAGE 4
		DEVELOPED: 2021-01

- The inherent risk of the activity; and
- The circumstances of the particular activity.

The Principal shall take into consideration, and ensure, with the key supervisor, that the number of supervisors present during the off-campus activity is reasonable to provide supervision for each activity and ensure effective response to emergency situations.

Prior to each off-campus activity, the Principal and/or the key supervisor, shall ensure that all staff have been briefed on their specific roles and behavior standards for themselves and the students (Student conduct is governed by Board policy: Student Conduct and the school's Code of Conduct).

Transportation

All field trip transportation is subject the Organization's policy and to the regulation and law of the relevant municipal or provincial jurisdiction.